

Deputy Town Manager

FLSA Status: *Exempt*

General Definition of Work

The Deputy Town Manager for the Town of Bluffton performs highly responsible administrative and managerial duties for the Town Manager and assists the Town Manager with emphasis on the coordination of specifically designated programs and departments. Work is performed under the direction of the Town Manager.

Essential Duties and Responsibilities

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Assists the Town Manager in the development, planning, implementation and coordination of various functions and programs including, but not limited to, Strategic Planning and Budget preparation and administration.

Work directly with Department Directors in the development and implementation of Town wide goals, the implementation and achievement of budgetary objectives, and the facilitation, development and implementation of Town programs approved by the Town Council and/or Town Manager.

Serve as a liaison between the Town Manager and Department Directors as needed.

Oversee Town Departments and programs as assigned by the Town Manager.

Keep the Town Manager informed, as needed, on potential problems, of recommended solutions, and on the status and results of assignments.

Maintain and follow-up on projects on Strategic Plan Action Item list, reporting status and results to Town Manager.

Develop professional working relationships with governmental agencies, citizens, business owners, local organizations, Town Council appointed Boards, Commissions, and Committees, and others as necessary.

Undertake special assignments from the Town Manager on sensitive and complex issues.

Prepare reports and recommendations and review study reports and recommendations prepared by others.

Perform emergency or disaster-related duties as assigned.

Assume specified duties and responsibilities of Town Manager in his/her absence.

Perform other duties as apparent or assigned.

Other Skills and Abilities:

Proven leadership skills.

Utilize extensive judgement and initiative with all aspects of assignments and responsibilities.

Ability to express oneself orally, clearly and concisely in meetings such as Council, Employee, Committee, and other public programs or events.

Excellent written communication skills to skillfully prepare complex reports, letters, memorandums, presentations, etc.

Ability to maintain effective working relationships with others.

Utilize a sense of urgency with assignments and hold self and others accountable.

Ability to use tact, courtesy, fairness and good judgement with others.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Deputy Town Manager

Ability to adequately plan projects, estimates and specifications and evaluate work accomplishments and able to make comprehensive recommendations as needed.

Be a leading example and advocate for the Town's Mission and Core Beliefs.

Knowledgeable in all phases of Town activities in applicable areas.

An understanding of the complexities involved in policy and program development and the ability to reach consensus and solutions.

Education and Experience

Master's Degree in Public or Business Administration with 10 or more years of progressive professional experience in a government work setting. An equivalent combination of education, experience and appropriate training may be considered.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has no special vision requirements; vocal communications is required for expressing or exchanging ideas by means of the spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with copy machines, telephones and/or computer printers, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.

ICMA-CM designation preferred.

Hiring range \$89,430 to \$116,470. EOE. We offer excellent benefits and a great place to work.



Deputy Town Manager
Bluffton, South Carolina

Welcome to Bluffton, South Carolina, known as the “Heart of the Lowcountry.” The Town of Bluffton, incorporated in 1852, is located in Beaufort County, the most southern coastal county in South Carolina. Bluffton is adjacent to Hilton Head Island and is approximately 20 miles northeast of Savannah, Ga.



Demographics & Statistics:

In 2015, the U.S. Census Bureau re-measured some of the fastest-growing areas in the nation. According to the Bureau, Bluffton’s population is now 15,199 residents and is the 5th largest town in South Carolina, in terms of land mass. While the population numbers still classify Bluffton as a small town; town representatives estimate the town serves, in terms of police services and for planning purposes, a daily population of more than 40,000 – 50,000 when tourists and visitors are included. The average age of a Bluffton resident is 33 years old.



Climate:

Bluffton experiences a humid, subtropical climate; with mild winters, hot-humid summer and plenty of rainfall throughout the year. The average high-low temperatures for January are 60 degrees and 40 degrees, respectively. July's average high is 90 degrees and its average low is 74 degrees. Warm temperatures usually last through November. Winters are short and mild and snowfall is rare. Hurricanes are a threat to the area with August and September having the highest probability of an event. While there has not been a major hurricane in decades, the Category 3 Sea Island Hurricane in 1893 was among the deadliest on record mainly due to the lack of a warning systems in that time period. The last time Beaufort County evacuated was 1999 due to Hurricane Floyd however physical damage was minimal. Hurricane Floyd made landfall in the Cape Fear region of North Carolina therefore Beaufort County only experienced the storm's peripheral effects.

Economic Development:

Recent economic development initiatives, projects and successes include the following:

- In May of 2012, Bluffton was the first non-metropolitan town in South Carolina to partner with the Clemson Institute for Economic and Community Development to establish a business incubator. Since the establishment of Don Ryan Center for Innovation, the Center's graduated and current companies have added 77 employees and more than \$4,000,000 to the region's annual payroll.
- In 2013, the town established the Bluffton Public Development Corporation to recruit knowledge-based businesses from industries such as healthcare/biomedical, corporate headquarters and back office/information technology.



- Bluffton is currently the home to eviCore, formerly known as CareCore, LLC. CareCore moved its corporate headquarters to Bluffton in 2004 from Wappingers Falls, New York. This multi-million dollar company is one of the nation's largest specialty health benefit management companies and is Bluffton's largest employer.
- Along with numerous private-public partnerships, the Town has invested millions to energize the Bluffton Historic District which is now a bustling corridor of offices, shops, restaurants and is home to the state's top farmers market. In the past decade, Town Council has strategically focused on capital improvement projects which have added more public accessibility to the May River, its adjacent Oyster Factory Park and nearby parks and playgrounds.



- Bluffton is also home to the Bluffton Oyster Company, the last full-time hand shucking oyster factory in the state. The factory, which opened in 1899, still provides the region with local oysters, shrimp, fish and crabs.



- Higher education is an important partner in the region's economic development initiatives and the University of South Carolina-Beaufort/Hilton Head Gateway Campus and the Technical College of the Lowcountry are both located in the greater Bluffton area.
- Award-winning Palmetto Bluff, Bluffton's most exclusive neighborhood and resort, is the only 5-star hotel in the County and continuously wins awards for its residential architectural, lifestyle and resort amenities.

Government:

Bluffton has a council-manager form of government. The town council is responsible for the legislative function of the municipality such as establishing policy, passing local ordinances, voting appropriations and developing the town's vision. The town has a mayor and mayor pro-tem. The council has four at-large members, including the mayor pro-tem, who serve overlapping four-year terms. Town elections are held every two years in November.

Bluffton is a limited service government with the following departments: Executive, Police, Finance, Engineering, Growth Management and Human Resources, described on the Town website (see link under resources).

**The Ideal Candidate:**

The ideal candidate needs to possess high energy and be a highly motivated professional with outstanding communication skills. Bluffton's new deputy town manager will keep other town leaders and staff informed with recommendations, options and solutions regarding policies and projects. The ideal candidate is a visionary yet is practical and methodical with a focus of problem-solving and simultaneously accomplishing multiple tasks. A positive outlook is a must and he or she will promote positive and practical change as he or she supports the town manager. The Town of Bluffton is looking for someone who will embrace the Bluffton's core beliefs and mission (For more info, refer to FY2016 Strategic Plan) and be an encouraging supporter and guide for the leadership staff. The candidate must lead by example and have a proven record of delivering excellent customer service to internal and external customers.

Compensation:

The Town provides a competitive compensation and a generous benefit package which includes paid time off, holidays, health, life, dental and optional vision, long term care and long term disability. The Town promotes wellness by assisting employees with fitness memberships and provides a tuition reimbursement program to encourage career growth and development.

Residency:

Residence in the community is not required but is preferred.

How to Apply:

Submit your resume, cover letter with salary requirements and a Town of Bluffton application to: HR@townofbluffton.com. The application can be found at: www.townofbluffton.sc.gov.

Other Important Information:

The Town of Bluffton is an Equal Opportunity Employer and encourages women, minorities and veterans to apply. More information can be found at the Town's website: <http://www.townofbluffton.sc.gov>.

Resources:

- FY2016 Strategic Plan
<http://www.townofbluffton.sc.gov/government/Documents/strategic.plan.pdf>
- Bluffton's Awards, Achievements & Accolades
<http://www.townofbluffton.sc.gov/government/Documents/bluffton.awards.pdf>
- Don Ryan Center for Innovation (www.donryancenter.com)
- Bluffton Public Development Corporation
(www.blufftonpublicdevelopmentcorporation.com)
- Town of Bluffton (www.townofbluffton.sc.gov)